

## CITY OF DUNWOODY

41 Perimeter Center East, Suite 250 Dunwoody, GA 30346 Phone: 678.382.6900 • Fax: 770.396.4705 www.dunwoodyga.gov

#### POLICE DEPARTMENT EMPLOYMENT APPLICATION

The City of Dunwoody is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, ethnic origin, national origin, marital or veteran status, citizenship, age or disability.

**Instructions:** You must complete this application even if a resume is attached. Type or print in ink. Please answer all questions completely and accurately. If more space is needed, attach additional sheets referring to an applicable section of the application.

Position applying for:	Salary Desired:	Is Salary Negotiable?
THIS APPLICATION WILL BE CONSIDERED	ACTIVE FOR ONE (1) YEAR	

### **Instructions:**

The applicant must complete the enclosed forms accurately, legibly, and completely. Do not leave any blank spaces. **PRINT ANSWERS** to questions with a **BLACK BALL POINT PEN OR USE A TYPEWRITER**. It is to your advantage to **BE ABSOLUTELY TRUTHFUL** in answering all questions on your application and during all interviews. A false statement or the omission of requested information is grounds for automatic rejection before appointment or termination after employment. Often, an applicant is suspended from the hiring process due to falsification or omission of information that would not have disqualified them otherwise. If you answer "yes" to a question, you need to be complete in explaining the circumstances. Do not omit an explanation because you think the incident was minor and of no importance.

The following documents are **required to begin the application process** and must be returned with the application:

A COPY OF YOUR HIGH SCHOOL DIPLOMA, CERTIFIED TRANSCRIPTS, OR G.E.D. CERTIFICATE

A COPY OF YOUR BIRTH CERTIFICATE – FROM THE BUREAU OF VITAL STATISTICS A COPY OF YOUR CURRENT/VALID DRIVER'S LICENSE

A COPY OF YOUR SOCIAL SECURITY CARD

The following documents <u>are required if they are applicable to you</u> and must be returned with the application:

DD214 FORM, SHOWING AN HONORABLE DISCHARGE (IF A VETERAN)
CERTIFIED COLLEGE TRANSCRIPTS (SEALED)
NAME CHANGE DOCUMENTS (I.E., MARRIAGE LICENSE, COURT ORDER, ETC.)
CITIZENSHIP PAPERS
COPY OF BANKRUPTCY DISCHARGE PAPERS

The completed application and required documents must be returned to the Dunwoody Police Department Recruiting Office at the following address:

# Dunwoody Police Department Background/Recruitment 41 Perimeter Center East, Suite 100 Dunwoody, Georgia 30346

Upon submission, your application and supporting documents will be reviewed for completeness. If your application is incomplete, it will be returned to you for completion. Applicants whose materials are complete, and who meet minimum requirements, will be processed. All applicants will undergo a thorough background check. All police officer applicants must pass a physical agility test and an Oral Interview Board. Only the candidates passing both of these steps will move forward in the process. At this point, a conditional offer of employment will be made to qualified candidates if an opening is available. This offer is contingent upon the applicant successfully completing and passing the remaining steps of the hiring process. These steps include, in no particular order, a background check, polygraph, medical evaluation/drug screen, psychological evaluation, and an interview with the Chief.

		Social Security Number:	
	rst, Middle)		
Address	<u> </u>	<u> </u>	
(Street,	Apt. #)	City, State, Zip Code	
Home T	'elephone:	Alternate Telephone:	
Email A	ddress:	Other Telephone:	
Please	answer the following questions:		
Are you	1 21 years old or older?		
	Yes		
	No		
Do you	have a driver's license?		
1	Yes		
	State License No:	Expiration date:	Class: _
1	No	•	
Are you	now or have you ever been employed by the City of	Dunwoody?	
1	Yes		
ī	No		
	If yes, in what capacity?		
	, , , , , , , , , , , , , , , , , , , ,		
Are any	members of your family employed by the City of Du	anwoody?	
	Yes		
	No		
	If yes, give name, relationship and where employed:		
	11 jes, give maine, relationismp and where employed.		

□ □	Yes No If yes, what branch? Date entered active duty: Date discharged/separated: Final rank: Type of discharge: vother names under which you have worked, applied	
	Employment desired:	
	Full-Time Only	
	Part-Time Only	
	Full-or Part-Time	
	If you are not available for work now, enter the earl	liest date you could begin work (mo./day/yr.):
Have y	ou ever been discharged or asked to resign from any	position?
□,	Yes	
	No	
If yes, g	give details:	
, , ,		
If offer	ed employment, will you be able to provide proof of	identity/authorization to work in the U.S.?
	Yes	
	No	
Compu	ter Skills:	General Computer Knowledge:
	Word	
	Excel	□ Basic
	Outlook	☐ Intermediate
	Power Point	☐ Advanced
	Other	
· · · · · · · · · · · · · · · · · · ·		

Have you ever served on active duty with U.S. Armed Forces?

EDUCATION:								
Name of High School:	Address:	(City, State, 2	Zip)			Did Y	ou Gradu	ate? Yes No
If you did not graduate from high school, or Yes No Date received:	lo you have	e a G.E.D. e	equivalent?			Is the	G.E.D.: N	Military or Civilian
College/University Name Address (City, St	ate, Zip)	Dates A		Credit Hours Earned			You luate?	Type of Degree
		From	То	Qtr.	Sem.	0144		
						Yes	No	
						Yes	No	
						Yes	No	
Business, Trade, Technical Schools and or Training	ther		s Attended Mo/Yr) To		urs Per Veek		ificates ceived	Subject Taken
			1					
Give the name of any profession (Enginee etc.) which you are licensed to practice.	ring, Law,	Г	Date Issued/E Expires	Pate	Issu	ing Agei	ncy	License Number
EMPLOYMENT HISTORY:		l						

Employer Name:			
Address:			
Job Title:	Beginning Salary:	Ending Salary:	
From: Month Year	To: Month Year		
Supervisor's Name:		Phone Number:	
Duties & Responsibilities:			
Reason for Leaving:			

Employer Name:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		
Employer Name:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		
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•	detail; do not use "see resume." List cl	
	me, and volunteer employment. All time	
indicate dates of unemployment for any	length of time not employed. Please attac	h a separate sheet of paper for
additional employment history, if necessar	ry. You must complete addresses with zip	code and telephone numbers for
all employers. Failure to give complete	information regarding each job held could	result in disqualification.
		1
May we contact your current employer for	or a reference?	
□ Voc		
□ Yes		
□ No		
□ Not Applicable		
EMPLOYMENT HISTORY		
Have you ever been suspended, dismissed or	asked to resign from any job?	
□ Yes		
□ No		
11 yes, piease expiani.		

you for	r any employment or position you have held?
0	Yes No If yes, please provide details or documents:
Have y	you resigned or left a job by mutual agreement for any reason?
	Yes
	No
	If yes, please provide details:
Have y	you ever applied or worked with any law enforcement agencies?
	Yes
	No
	If yes, please provide details or documents:
•	u own a business or are you a partner or corporate officer in any business or organization not listed previously as a current mer employer?  Yes  No  If yes, please provide name and address of business, corporate or organization and describe your relationship or position:
-	you ever performed paid or unpaid services for a law enforcement agency not listed as an employer to include extra duty and auxiliary?
	Yes No If yes, please provide name and address of business, corporation, or organization and describe your relationship or position:
ARRI	EST HISTORY / COURT DATA
1. Hav	e you ever been arrested, charged or received a notice or summons to appear for any criminal violations?
	Yes No

Have you had any disciplinary action, to include verbal, written warnings, reprimands, suspensions, and counseling, taken against

2. Have you ever been convicted of or charged with a felony or misdefleation.
□ Yes □ No
3. To your knowledge, has any member of your family ever been arrested for a felony or misdemeanor?
□ Yes □ No
4. If you answered yes to questions 1, 2 or 3, list all such matters even if not formally charged, or no court appearance, or found not guilty, or nolo contendere to any changes for which adjudication was withheld, or matter was settled by payment of fine or forfeiture of collateral. (Include your juvenile charges and charges which have been sealed, if any.)
5. Have you or your spouse ever been a plaintiff or defendant in a court action?
□ Yes □ No
6. Have you ever been detained by any law enforcement officer for investigation purposes <b>OR</b> have you ever been the subject of <b>OR</b> a suspect in any criminal investigation?
□ Yes □ No
7. Have you ever been fingerprinted for any reason (arrest, job application, military, etc.)?
□ Yes □ No
If yes to questions #5 and #6, please provide details:
PERSONAL REFERENCES

Personal References: Give two (2) references (not relatives, former or present employer, fellow employees or school teachers) who are responsible adults of reputable standing in their communities, such as property owners, business or professional men or women, who have known you well for the past five (5) years. If retired, give former occupation. Provide complete mailing addresses and phone numbers. Give (1) professional reference.

Complete Name	Relationship
Home Address:	Home Phone
Business Address:	Business Phone
Occupation:	# of Years Acquainted:

Complete Name	Relationship
Home Address:	Home Phone
Business Address:	Business Phone
Occupation:	# of Years Acquainted:

Complete Name	Relationship
Home Address:	Home Phone
Business Address:	Business Phone
Occupation:	# of Years Acquainted:

If you require special accommodations for testing, interviewing or any portion of the application or employment process, please contact the City of Dunwoody Human Resources Department. Any request for special accommodations should be made, if at all possible, at the time your appointment is scheduled. If any accommodation is requested, the applicant must provide verification from an appropriate professional.

#### APPLICATION STATEMENT

Please indicate that you have read and understand each paragraph of the Applicant's statement by <u>placing</u> your initials at the end of each paragraph.

I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If the City of Dunwoody decides to obtain a consumer credit report, I understand that the City of Dunwoody will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

I hereby release all parties, including but not limited to the City of Dunwoody, personal references, and previous employers from liability for any injury or damage that may result from their furnishing information concerning me or any action the City of Dunwoody takes on the basis of such information. \_\_\_\_\_

I understand that, if I am offered a job, as a condition of beginning my employment, I will be required to undergo a pre-employment physical, alcohol and drug test, a polygraph examination, and a psychological evaluation. I understand that failure to pass all portions of these tests will result in the withdrawal of the employment offer.

I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.\_\_\_\_\_

I understand that this application is not, and is not intended to be, a contract of employment and that any resulting
employment is for no fixed period of time and is terminable at any time and for any reason by me or by the City of Dunwoody. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that the City of Dunwoody has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of the City of Dunwoody, other than the Chief of Police, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.
such agreement must be in writing to be binding
I understand that, upon employment, I will sign an agreement relating to confidential information, if required
I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the City of Dunwoody, nor am I in possession of nor will I at any time reveal to the City of Dunwoody, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.
Signature of Applicant
Date